



June 8, 2006

Los Angeles County
Board of Supervisors

Gloria Molina
First District

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Second District

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Fourth District

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The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**HEALTH INFORMATION CODING
CERTIFICATION TRAINING PROGRAM**
(All Districts) (3 Votes)

IT IS RECOMMENDED THAT YOUR BOARD:

Approve and authorize the Director of the Health Services, or his designee, to sign a joint Agreement (Exhibit I) between the County of Los Angeles, Department of Health Services, and East Los Angeles College's, Contract Education Department, known as The Regional Contract Academy of Training to provide a beginning and advanced accredited Health Information Coding Certification Training Program, effective date of Board approval through June 30, 2009, at a cost not to exceed \$499,656, funded by the SEIU Local 660 Joint Labor-Management Committee Training Fund, with provisions for two successive, one-year extensions through June 30, 2011, contingent on future appropriation.

Bruce A. Chernof, MD
Director and Chief Medical Officer

John R. Cochran III
Chief Deputy Director

William Loos, MD
Acting Senior Medical Officer

313 N. Figueroa Street, Suite 912
Los Angeles, CA 90012

Tel: (213) 240-8101
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www.ladhs.org

PURPOSE/JUSTIFICATION OF THE RECOMMENDED ACTION:

*To improve health
through leadership,
service and education.*

In approving this action, the Board is authorizing the Director of Health Services, or his designee, to enter into a joint Agreement with East Los Angeles College's, Contract Education Department, known as The Regional Contract Academy of Training (ELAC/RCAT), to provide a beginning and advanced accredited Health Information Coding Certification Training Program for Department of Health Services' (DHS or Department) employees to acquire the credentials necessary to compete for the Health Information Associate positions. Approval of this action will assist the Department to fill Health Information Associate vacancies.

Implementation of Strategic Plan Goals:

These recommended actions are consistent with the Countywide Strategic Plan objective related to Workforce Excellence.

FISCAL IMPACT/FINANCING:

The total cost for the initial term, effective date of Board approval through June 30, 2009, is \$499,656, funded by the SEIU Local 660 Joint Labor-Management



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Committee Training Fund, and is based on 25 employees attending the full course of the beginning Health Information Coding Certification Training Program and 25 employees attending the full course of the advanced Health Information Coding Certification Training Program. The Department will monitor the Program's expenditures to ensure that the appropriation will not exceed \$499,656 through June 30, 2009. The Agreement also includes a provision to extend the Agreement for two successive, one-year periods through June 30, 2011 contingent on future appropriation of funds. Funding is included in the Department of Human Resources' Fiscal Year 2005-06 Final Budget. Future funding is subject to Board approval of additional appropriations.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

The Department continues to experience difficulty in recruiting a sufficient number of Health Information Associate candidates. The Department, in partnership with ELAC/RCAT, has developed a beginning and advanced Health Information Coding Certification Training Program.

Successful completion by an employee of either the beginning or advanced Health Information Coding Certification Training Program will result in either a Certificate of Completion and/or eligibility to participate in the American Health Information Management Association (AHIMA) Coding Certification examination. Passing the exam meets the minimum requirements for a Health Information Associate position.

The Program is designed on a nationally approved model as a competency-based program. Participants will be selected based on their readiness to undertake the rigors of the Program. All classes are accredited through East Los Angeles College and participants will be required to pass college-level final examinations for each class. ELAC/RCAT has secured credentialed instructors to begin assessments upon date of Board approval of this Agreement.

The term of the agreement will commence upon date of Board approval through June 30, 2009.

The Agreement imposes no obligation on the County to continue the Program if funds are not appropriated.

The joint agreement between DHS and ELAC/RCAT has been approved as to form by County Counsel.

CONTRACTING PROCESS:

This Agreement is authorized by Section 56 1/4 of the Charter of the County of Los Angeles.

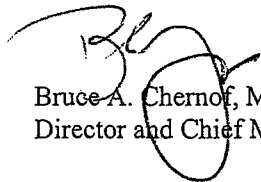
IMPACT ON CURRENT SERVICES (OR PROJECT):

Approval of the recommended actions will assist the Department to fill Health Information Associate vacancies.

The Honorable Board of Supervisors
June 8, 2006
Page 3

When approved, this Department requires three signed copies of the Board's actions.

Respectfully submitted,



Bruce A. Chernof, M.D.
Director and Chief Medical Officer



Michael J. Henry
Director of Personnel

BAC:lm

Attachments (2)

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors

SUMMARY OF AGREEMENT

1. TYPE OF SERVICES:

A Beginning and Advanced Health Information Coding Certification Training Program.

2. AGENCY NAME/ADDRESS/CONTACT PERSON:

Susan Fox, Ed.D., Director
East Los Angeles College's
Contract Education Department, known as
The Regional Contract Academy of Training (RCAT)
1100 Corporate Center Drive, Suite 207
Monterey Park, California 91754-7632
Telephone No. (323) 265-8855

3. TERM:

Date of Board approval through June 30, 2009.

4. FINANCIAL INFORMATION:

The total cost for the initial term, effective date of Board approval through June 30, 2009, is \$499,656, funded by the SEIU Local 660 Joint Labor-Management Committee Training Fund, and is based on 25 employees attending the full course of the beginning Health Information Coding Certification Training Program and 25 employees attending the full course of the advanced Health Information Coding Certification Training Program. The Department will monitor the Program's expenditures to ensure that the appropriation will not exceed \$499,656 through June 30, 2009. Funding is included in the Department of Human Resources' Fiscal Year 2005-06 Final Budget. Future funding is subject to Board approval of additional appropriations.

5. ACCOUNTABLE FOR CONTRACT MONITORING:

Office of Human Resources.

6. APPROVALS:

DHS Human Resources: John Cherep, Director

Contracts and Grants Division: Cara O'Neill, Chief

County Counsel: Les Tolani